

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 31 MAY 2002**

I. CEFMS:

a. We released a new CEFMS report entitled Asset Work Item Hierarchy (awihark) that identifies the work item structure for asset work items. The project work item, asset work item, asset children work items, work item level, property category codes, funding accounts, funding appropriation and asset owning appropriation are displayed on the report. This report will also show how the system rolls up costs when Construction In Progress (CIP) costs are placed in service or transferred and will allow users to see if there are classification errors associated with asset work items.

b. We corrected the CEFMS Customer Order Billing Articles/Services Summary (screen 7.3.2.1) to display the appropriation symbol and appropriation limitation in the correct format. The previous version displayed the data in reverse order.

c. We discussed with Angela Copley, Real Estate Management Information System (REMIS) representative, ways to correct the Revenue Generating Agreement (RGA) number after a bill has been generated in CEFMS. We suggested that if the bill has been collected the number may be changed in the debtor_billing table, but for those bills uncollected, REMIS could link the new RGA number in the bill description and send an email with the old and new RGA number to CEFMS users assigned the RGA mail code. All new RGA bills created in CEFMS would be assigned the new corrected RGA number and the bills with the old RGA number would have the historical data for reference. Modifications will be made to correct REMIS. As a result of analyzing a duplicate RGA bills problem on the Omaha District CEFMS database, REMIS will also be modified not to pass inappropriate billing date to CEFMS.

d. We revised the CEFMS Budget Breakdown Report at the request of several USACE activities to display budget data for a selected work item, and its subordinate's work item. Previously, CEFMS users could only select an organization code and subordinates. We also modified the report to allow users to select the beginning and ending months, which will be useful when revising the operating budget during the fiscal year.

e. We revised the Executive Summary report (of costs or obligations) to include two more site-specified columns and to print the report in a more concise format. We also revised the CEFMS screens used to create or change column headers and to assign resource codes to each column.

f. We created an Executive Summary of Budget vs. Actual Expenses Report, which can be used to provide concise monthly feedback to the senior management at each USACE activity. CEFMS users can display the costs in six different categories or columns--the name and content of each column is locally determined. The report shows the budget dollars, actual cost, and difference for each column and can be generated at various organization levels at the USACE activities.

g. Our Huntsville Systems Directorate moved to new office space last week. The staff telephone numbers remain the same and the new office address is as follows:

US Army Corps of Engineers
Financial Systems Development and Maintenance Directorate
4910 University Square, Suite 1
Huntsville, AL 35816

h. We released the CEFMS Access Request Management (ARM) functionality. The CEFMS ARM functionality features an automated process to request and track access control permissions on a CEFMS production database. The Directorate of Accounting, Review and Analysis Division conducted a preliminary test of the new CEFMS Access Control Request Management (ARM) functionality on the South Atlantic Division database. The outcome of the testing was successful with minor recommended changes identified and submitted to CEFC-S.

II. PROBLEM REPORTS/IMBALANCES:

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	765	756
Priority #1 Problem Reports	75	74
GUI Relate	1	1

Received 153 new problem reports and completed 144 problem reports.

b. Database Imbalances on our 61 Production Sites:

# of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	52	54
One	4	2
Two	1	2
Three	0	0
Four	1	0
Five	0	1
Six	2	2
Seventeen	1	0

III. ACCOUNTING OPERATIONS:

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	262
HUNTSVILLE	23
USACE HQ	<u>1</u>
TOTAL	286

DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH <u>May 01 - 29</u>	YEAR TO DATE <u>Oct 01 - May 29</u>
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BY CHECK:

Checks Issued	17,116	132,718
Percent of Total	25%	28%
Dollar Amount	\$137,402,558	\$1,053,435,284

BY EFT:

Transfers Made	45,960	303,354
Percent of Total	75%	72%
Dollar Amount	\$904,279,025	\$5,816,284,361

IV. OTHER UFC ISSUES:

a. UFC staff participated in a teleconference with Bonneville Power Association (BPA), Treasury, HQ USACE (CERM-B) and North Western Division. The purpose of this teleconference was to discuss various alternatives to account for BPA's transfer of budget authority to the USACE and the accounting treatment and reporting by BPA and the USACE to Treasury. Since both the Corps and BPA treat and report these funds as expenditure transactions, the expenditures are being double counted and therefore forces OMB to arbitrarily reclassify the USACE treatment of the SF1151 transfer from expenditure transactions to offsetting collections. The meeting ended with no decision, but the Treasury representatives agreed to follow-up with OMB and the FMS Branch at Treasury for special general ledger affects for the USACE to use for financial reporting.

b. We are preparing for the FY02 year-end CEFMS closing. We are drafting the year-end instructions letter and coordinating the logistics of the process.

c. We have programmed CEEMIS to accept the submission of the new CEFMS Civil Funded FTE and Civil Funded Customer Manpower Reports and generate the consolidated report for HQ USACE (CERM-M).

d. The CEEMIS Incremental Standard General Ledger Closing Program has been completed, tested and released. The new CEEMIS functionality will provide the CFO/RECON Division the ability to produce quarterly CFO financial statements for submission to DFAS.

e. The CFO/RECON Division hosted on 20-24 May a very successful Military Appropriation CFO workshop on abnormal general ledger account balances. Representatives from Baltimore, Sacramento, Little Rock, Hawaii Districts and the Engineer Research and Development Center (ERDC) attended the workshop. We received several comments on the success of and benefits received from the workshop. The Sacramento and Baltimore Districts recognized the greatest achievement by reducing the number of abnormal general ledger account balances by 53% and 37% respectively. However, each attendee was taught the techniques of analyzing the balances to determine the cause and the legitimacy of the abnormal balance.

f. We are aggressively "marketing" the Electronic Funds Transfer (EFT) process to all USACE vendors and travelers. During April 2002, we completed a mass mailing to every vendor that was paid by treasury check. The mailing has resulted in several hundred additional EFT enrollments to include vendors and utilities that are normally exempt from EFT. During June 2002, we plan to initiate a similar mailing for all USACE travelers who are paid by treasury check. Our EFT percentages have increased approximately 9% for this FY.

g. The CEFMS Intergovernmental Payment and Collection (IPAC) bulk file transfer process has been modified to provide the customer required data elements identified in our May 2002 implementation. In May, we had to mail bills due to the missing data elements. During June 2002, we will reimplement the IPAC bulk file process at the UFC, which will eliminate mailing bills to our government customers.

h. The UFC FY03 operating budget has been formulated. The UFC directorates' budget submissions were reviewed and approved by the UFC Director on 24 May and will serve as a basis for estimating the FY03 UFC support cost billings to the supported USACE activities. The estimated billing amounts will be submitted to CERM for publication in the FY03 Consolidated Command Guidance (CCG). As stated

previously, the published billing amounts will represent not-to-exceed amounts, since we will bill actual costs in FY03. However, we will not bill more than the CCG amount for each individual USACE supported activity.

i. On 23 May the Resource Management Division participated in the quarterly CERM-M VTC. We gained useful information concerning the FY03 manpower allocations, POM update, and FY02 FTE utilization plan modifications. We were surprised to learn that the format for the manpower certification survey baseline submission packages had been revised. The baseline revision will require significant additional effort by the UFC directorates.

j. On 28 May we began the post audit of commercial vouchers processed at the UFC. We have not received a definitive response from the PARC on our request for access to contracting documentation in the Standard Procurement System (SPS). We will complete all portions of the post audit except verifications related to review of the actual contract document.

k. On 28-31 May, Eileen Gildea, an accountant from the Directorate of Administration responsible for the billing and reconciliation of the centralized USACE rent accounts for GSA leased office space, participated in a Partnering Session with the General Services Administration (GSA) in Ft Worth, TX. The purpose of the session was to help improve the billing and payment process for USACE/GSA GSA rent program.

l. We held the final CEFAST training session for UFC employees 21-23 May. This session covered the accounting for civil works activities and was presented by a UFC systems accountant. Approximately 240 UFC employees attended the one-day sessions. The purpose of the training was to increase the UFC staff's awareness of the USACE Civil Works mission.

m. On 16-17 May, Linda Stoutenburgh assisted KPMG Consultants with mapping the USACE financial costs into the ABC model for Foreign Military Sales. The mapping initiative went very well. Issues surfaced again regarding the level of detail at which USACE will capture cost data for this initiative. At the present time, all Admin funding is costed at the six core function levels and a percentage is used in the model to spread the costs to the

lower activities. For Case funding, USACE is currently using the work breakdown structure designed for program/project management for design and construction. A percentage is being applied in the model to spread the costs to the applicable core function levels and lower levels as provided by TAC.

n. On 21-22 May, Linda Stoutenburgh attended a CECI "To-Be Workshop". The purpose of the workshop was to identify future directions of our business, data, applications and technology to meet the USACE strategic business objectives and to meet the five Presidential Initiatives to include E-Government. OMB now views the USACE at the "agency" level and is providing scorecards to the USACE on its progress in meeting the five Presidential Initiatives: Human Capital; Competitive Sourcing; Financial Performance; E-Government; and, Budget & Performance Integration.

o. On 24 May, Linda Stoutenburgh met with Ed Vogel and Larry Pierce to further discuss the on-going initiatives with Activity Based Costing (ABC) for Foreign Military Sales Administration and Case funded work. Linda, Ed and Larry will be meeting with Program Managers at TAC in June to begin establishing ABC for CASE funded work.